



**DEPARTMENT OF PLANNING & COMMUNITY
DEVELOPMENT**

810 Union Street
Room 508
Norfolk, VA 23510
(757) 664-4752
(757) 441-1569 (FAX)
www.norfolk.gov/planning

DOWNTOWN DEVELOPMENT CERTIFICATE APPLICATION



Application Procedures

1. **A pre-application conference is required.** To arrange for an appointment, please call (757) 664-4752.
2. Submit completed application with all required attachments including:
 - Check for required application fee made payable to Treasurer, City of Norfolk (see [fee schedule](#)).
 - **If waivers are requested**, additional analysis will be needed; see [fee schedule](#).
 - Description and details of proposal.
 - Floor plan prepared by registered design professional
 - Must be approved by Bureau of Building Safety prior to processing application
 - Survey
 - Conceptual Site Plan (may be necessary if any site improvements are proposed or required)
4. Staff will review application to determine completeness.
5. Applicant to contact appropriate Civic League prior to meeting. Applicant should provide written documentation to Planning staff of the outcome of that meeting/discussion prior to the meeting.
6. Applicant must attend meeting:
 - ▶ Where: City Hall Building
10th Floor, Conference Room
 - ▶ Time: 1:00 p.m.
7. During the Commission's meeting:
 - ▶ Staff will present application and recommendation
 - ▶ Applicant/representative may make a presentation
8. The Planning Commission will make a recommendation on the application at their meeting which will be forwarded to City Council.
9. Applicant may contact staff 2 weeks after the meeting to obtain a tentative Council date (the City Manager's Office establishes the contents of Council's agenda).

**DEPARTMENT OF PLANNING & COMMUNITY DEVELOPMENT
ZONING SERVICES**

5TH FLOOR

(757) 664-4752 / (757) 441-1569 (FAX)

Downtown Development Certificate Application



APPLICATION Downtown Development Certificate

Date of application: _____

DESCRIPTION OF PROPERTY

Proposed Location of Property: Street Number) _____ (Street Name) _____

Zoning Classification: _____

Existing Use of Property: _____

Current Building Square Footage _____

Proposed Use _____

Trade Name of Business (If applicable) _____

APPLICANT/ PROPERTY OWNER

1. Name of applicant: (Last) _____ (First) _____ (MI) _____

Mailing address of applicant (Street/P.O. Box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of applicant () _____ Fax () _____

E-mail address of applicant: _____

2. Name of property owner: (Last) _____ (First) _____ (MI) _____

Mailing address of property owner (Street/P.O. box): _____

(City) _____ (State) _____ (Zip Code) _____

Daytime telephone number of owner () _____ Fax number () _____

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Downtown Development Certificate
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CIVIC LEAGUE INFORMATION

Civic League contact: _____

Date(s) contacted: _____

Ward/Super Ward Information: _____

CRITERIA FOR REVIEW

Please provide the following information:

- (a) Use characteristics of the proposed development, including provision for ground-floor active uses and continuity along street fronts in various Downtown Districts and provision of residential uses in applicable Downtown Districts

- (b) Preservation of historic structures and districts; preservation of significant features of existing buildings are to be renovated; relation to nearby historic structures or districts including a need for height limits.

- (c) Location and adequacy of off-street parking and loading provisions, including the desirability of bicycle parking.

- (d) Traffic generation characteristics of the proposed development in relation to street capacity.

- (e) The provision of open space to meet the requirements of the district; the location, design landscaping and other significant characteristics of this public open space, and its relation to existing and planned public and private open space.

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- (f) Pedestrian circulation within the proposed development and its relation to downtown public open space and pedestrian circulation patterns, particularly to plans for pedestrian connections via arcades, bridges or other provisions

- (g) Architectural relationships, both formal and functional, of the proposed development to surrounding buildings, including building siting, massing, proportion, and scale.

- (h) Microclimate effects of proposed development, including effects on wind velocities, sun reflectance, and sun access to streets and/or existing buildings and/or public open space.

- (i) Protection of significant views and view corridors.

REQUIRED ATTACHMENTS

- Check for **\$5** made payable to Treasurer, City of Norfolk,
- **If waivers are requested**, additional analysis will be needed; which will require an additional fee of **\$100**.
- Description and details of proposal.
- Two 8½ x 14 inch copies of a survey or site plan drawn to scale showing:
 - Existing and proposed building structures
 - Driveways
 - Parking
 - Landscaping
 - Location and dimensions of onsite signage
 - Please provide the names and addresses of all professional consultants advising the applicant in the proposed development

CERTIFICATION:

I hereby submit this complete application and certify the information contained herein is true and accurate to the best of my knowledge:

Print name: _____ **Sign:** _____ / _____ / _____
(Property Owner or Authorized Agent Signature) (Date)

Print name: _____ **Sign:** _____ / _____ / _____
(Applicant or Authorized Agent Signature) (Date)

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